

If you need this document in an alternate format for accessibility purposes (e.g. Braille, large print, audio, etc.), please contact the UNG IT Service Desk at helpdesk@ung.edu or call 706-864-1922

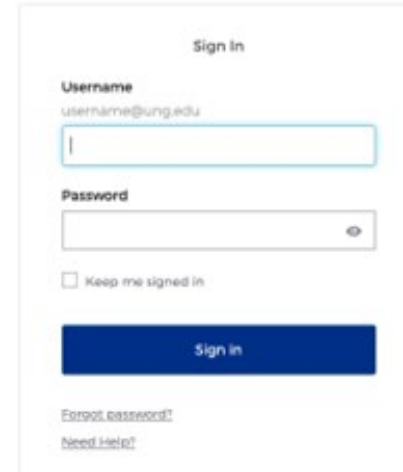
New Account Activation

Greetings, and a warm welcome to the University of North Georgia. As a new user, your initiation into the UNG experience begins with the activation and reinforcement of your account.

1

Start by going to <https://auth.ung.edu> and enter your UNG username (email address) and the temporary password assigned by IT.

- Select "Sign in"



The screenshot shows a 'Sign in' form with the following elements:

- Sign in** (title)
- Username** label above a text input field containing 'username@ung.edu'.
- Password** label above a password input field with a toggle icon on the right.
- Keep me signed in**
- Sign in** button (dark blue)
- [Forgot password?](#)
- [Need Help?](#)

Trouble logging in?

Having difficulties? contact the IT Service Desk by calling 706-864-1922, or by emailing helpdesk@ung.edu

- [Change/Forget Password](#)
- [Enroll in Self-Service Password Reset](#)
- [New Student? First time signing in?](#)
- [IT Service Desk](#)

2

Once you have logged in with the temporary password, you will be prompted with a message that the password has expired, and you need to create a new one.

1. Using the requirements listed on the prompt, create your new UNG account password.

2. Re-enter the password you just created to ensure the password is typed correctly.

3. Select Change Password.



Your password has expired

Password requirements:

- At least 10 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- Does not include your first name
- Does not include your last name
- Your password cannot be any of your last 10 passwords

New password

Re-enter password

Change Password

[Back to sign in](#)

3

Now that you have successfully created your UNG account password, you will be prompted to set up additional security methods, referred to as two-factor authentication (2FA), to help protect your account.

4

Now, let's enhance the security features of your account. Click 'set up' under the phone section.

Set up security methods

 krpardue-test

Security methods help protect your account by ensuring only you have access.

Set up required



Phone

Verify with a code sent to your phone
Used for access or recovery

[Set up](#)



UNG MFA

Redirect to verify with UNG MFA.
Used for access

[Set up](#)

[Back to sign in](#)

4

Provide your personal phone number and choose between receiving a verification code via text message or a phone call to authenticate the phone number linked to your account.



Set up phone authentication

krpardue-test

Enter your phone number to receive a verification code via SMS.

SMS

Voice call

Country

United States

Phone number

+1

Receive a code via SMS

[Return to authenticator list](#)

[Back to sign in](#)

4

Enter the code you receive.



Set up phone authentication

 krpardue-test

A code was sent to your phone . Enter the code below to verify.

Carrier messaging charges may apply

Enter Code

Verify

[Return to authenticator list](#)

[Back to sign in](#)

Moving into the UNG Multi-Factor Authentication (MFA) domain, proceed by selecting 'set up' and 'enroll,' leading you to the DUO Security enrollment platform.

Set up security methods

 ungtest

Security methods help protect your account by ensuring only you have access.

Set up required



UNG MFA

Redirect to verify with UNG MFA.
Used for access

[Set up](#)

[Back to sign in](#)

4



Set up UNG MFA

 krpardue-test

You will be redirected to enroll in UNG MFA

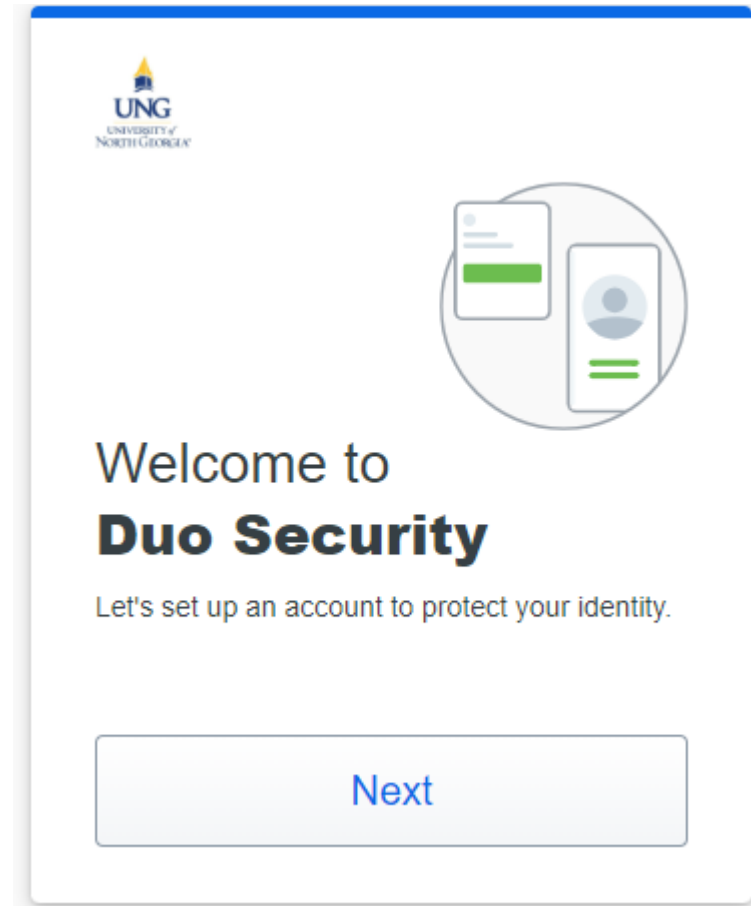
[Enroll](#)

[Return to authenticator list](#)

[Back to sign in](#)

5

When presented with the Duo Security prompt, select Start setup.



5



Did you know?

97% of data breaches start by stealing your identity.

[Next](#)

5



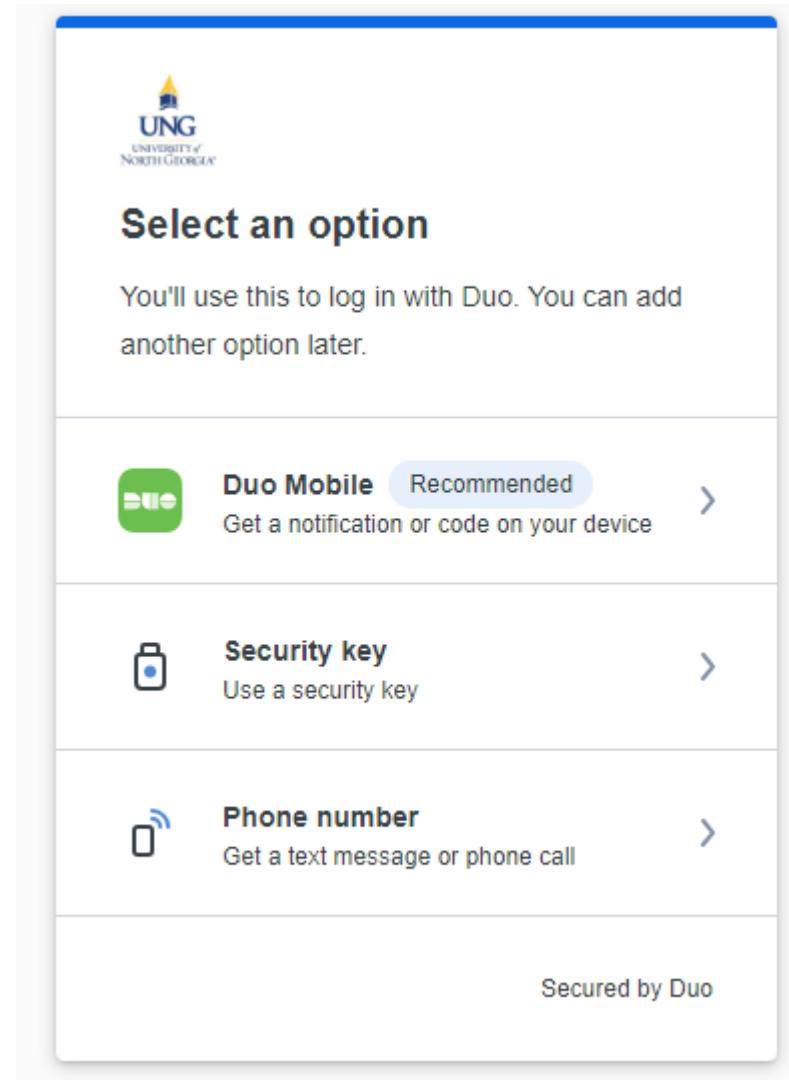
What can you do?

The best way to protect your identity is with two-step verification using your phone or another device.

[Next](#)

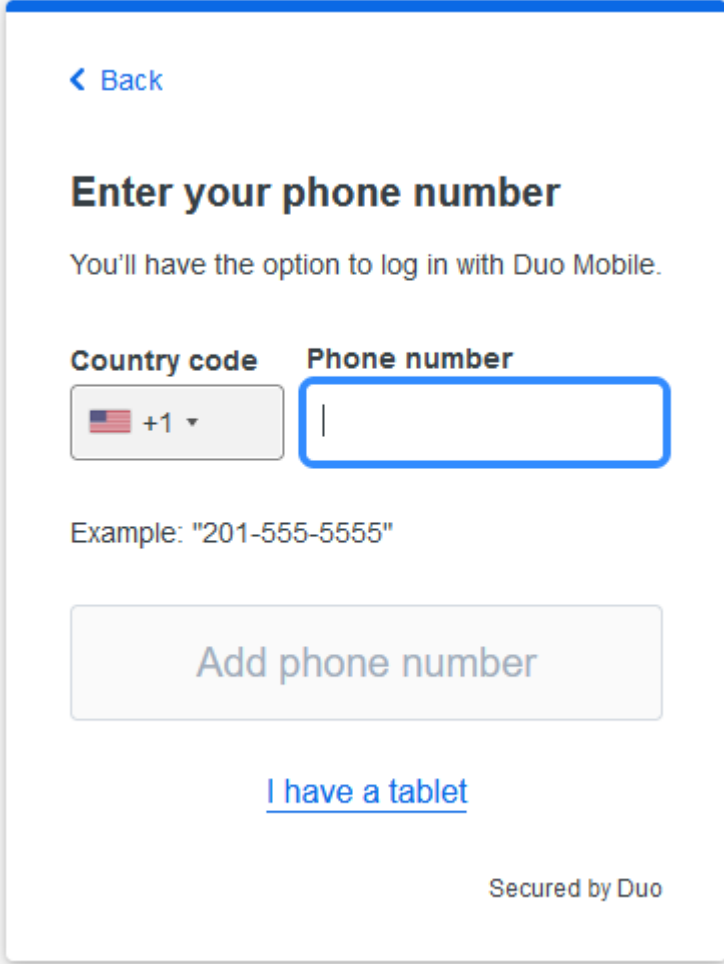
6

Choose your preferred method for 2-factor authentication on DUO Mobile. Options include verification via a Duo Mobile App, Security Key, or Phone Number. We suggest the Duo Mobile app for its streamlined functionality.



6

First, put your phone number into the system to receive a passcode for your device.



The screenshot shows a mobile application interface for adding a phone number. At the top left is a blue back arrow and the text '< Back'. Below this is the heading 'Enter your phone number' in bold black text, followed by the subtext 'You'll have the option to log in with Duo Mobile.' in a smaller font. There are two input fields: 'Country code' and 'Phone number'. The 'Country code' field contains a small American flag icon and the text '+1' with a downward arrow. The 'Phone number' field is empty and has a blue border. Below the input fields is the text 'Example: "201-555-5555"'. At the bottom of the form is a large, light gray button with the text 'Add phone number'. Below the button is a blue underlined link that says 'I have a tablet'. In the bottom right corner, the text 'Secured by Duo' is displayed.

< Back

Enter your phone number

You'll have the option to log in with Duo Mobile.

Country code Phone number

+1

Example: "201-555-5555"

Add phone number

[I have a tablet](#)

Secured by Duo

6

[← Back](#)

Is this correct?

(678) 758-8119

[Yes, it's correct](#)

[No, I need to change it](#)

Secured by Duo

[← Back](#)

Confirm ownership

(678) 758-8119

[Send me a passcode](#)

[Or call my phone](#)

6

The image shows a mobile application screen for two-factor authentication. At the top left, there is a blue back arrow and the text "Back". Below this is the heading "Passcode sent" in bold black text. Underneath the heading, the text reads "Enter the two-factor authentication passcode sent to (678) 758-8119". A text input field is centered on the screen, containing a vertical cursor on the left and five dashes to its right. Below the input field is a large, light gray button with rounded corners and the word "Verify" in blue text. Underneath the button is a blue, underlined link that says "Send a new passcode". At the bottom right of the screen, the text "Secured by Duo" is displayed.

[← Back](#)

Passcode sent

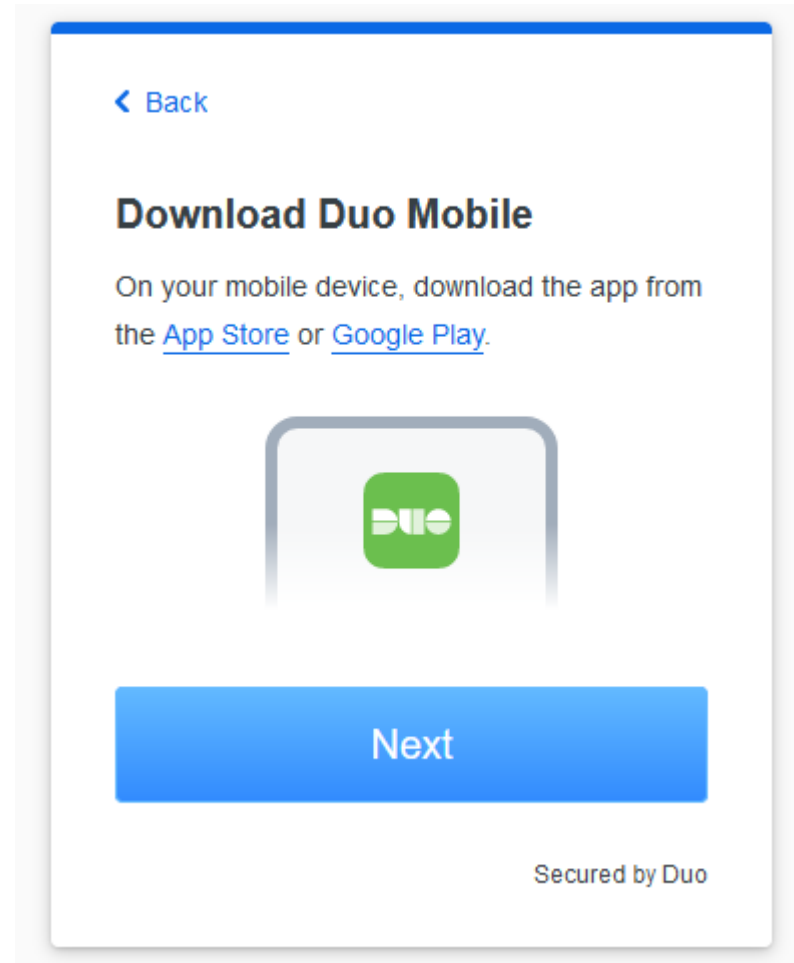
Enter the two-factor authentication passcode sent to (678) 758-8119

Verify

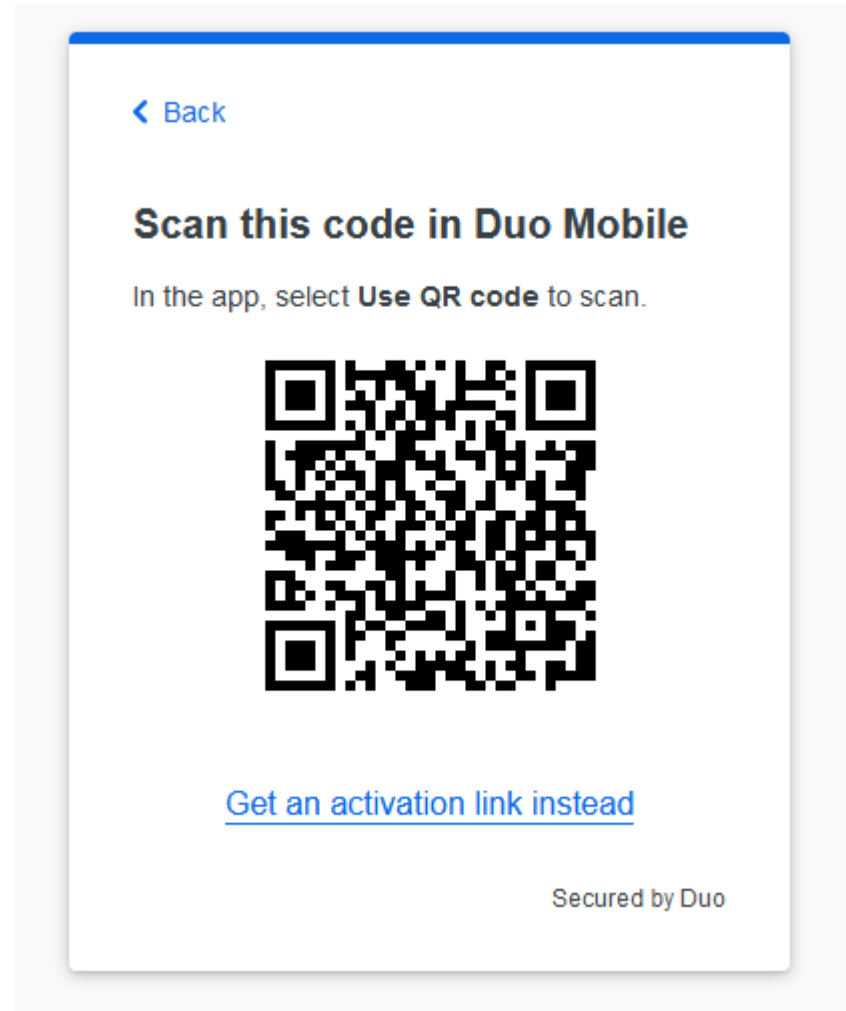
[Send a new passcode](#)

Secured by Duo

Then, download the Duo Mobile app from your device's app store.



Open the app and scan the QR code on your screen or use an activation link instead.





Added Duo Mobile

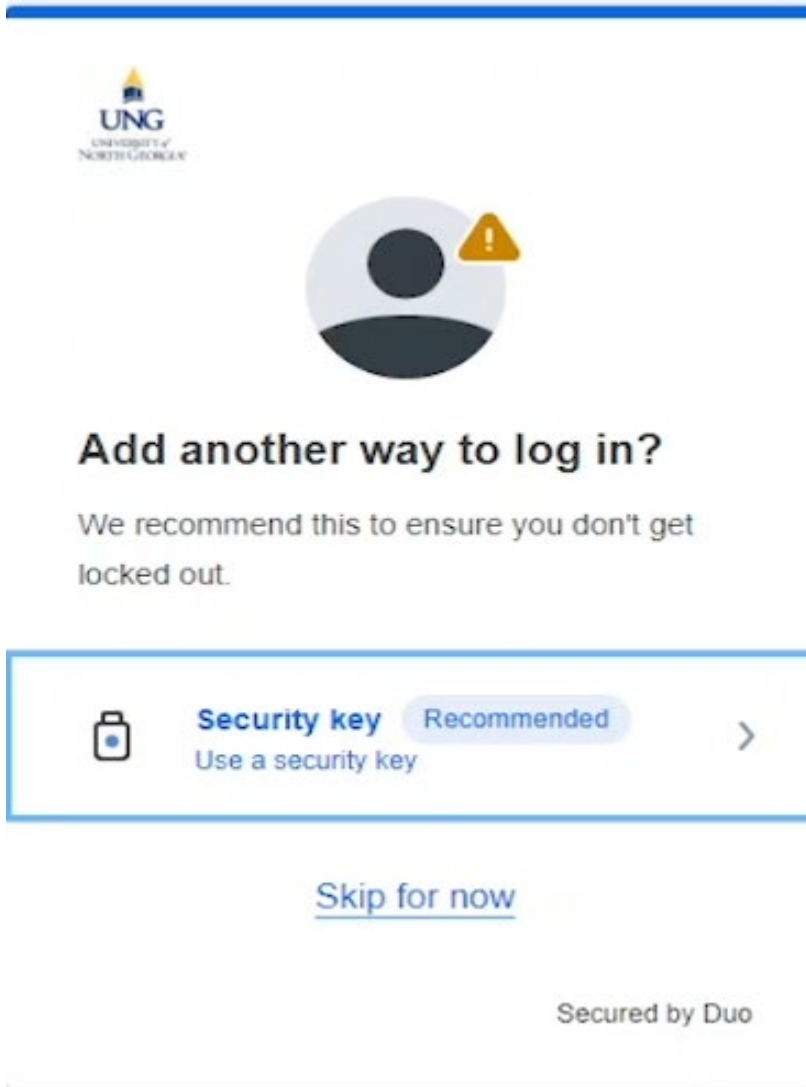
You can now use Duo Mobile to log in using a push notification sent to your mobile device.


Since you added a phone number, you can also use text messages and phone calls.


[Continue](#)

Secured by Duo

If you are interested in using a 3rd party device for authentication, please contact the IT Service Desk at 706-864-1922 or via email at helpdesk@ung.edu. For now, choose to skip.








Add another way to log in?

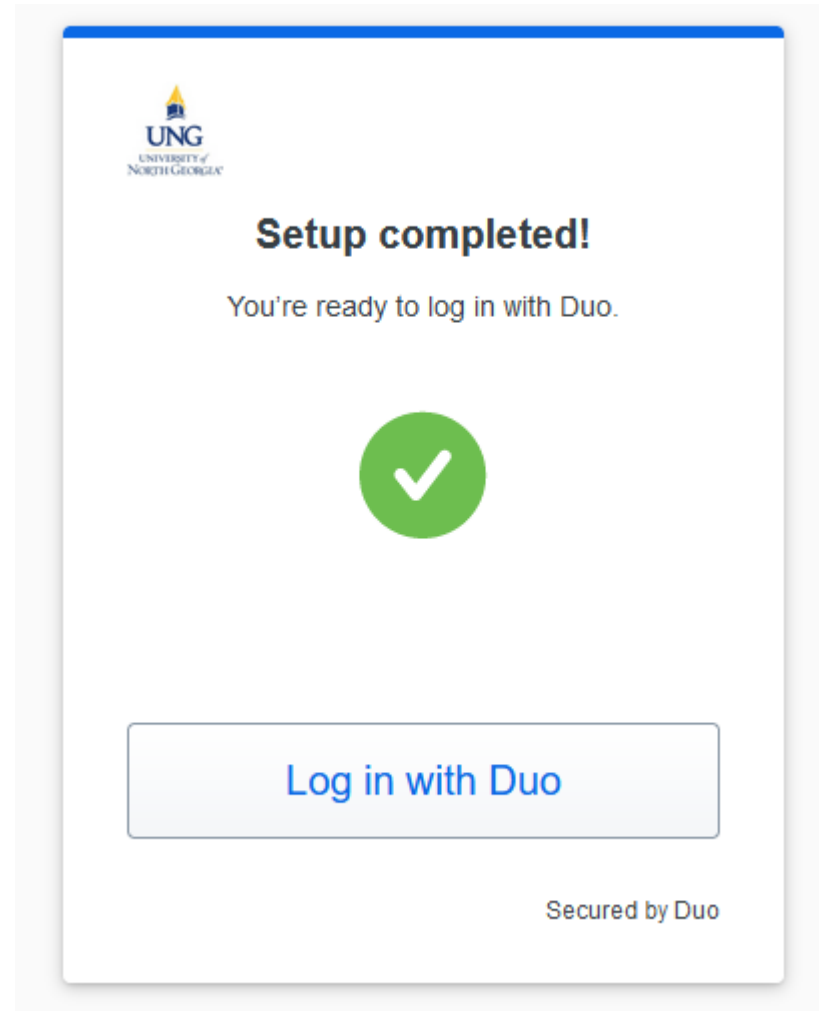
We recommend this to ensure you don't get locked out.

 **Security key** Recommended >
Use a security key

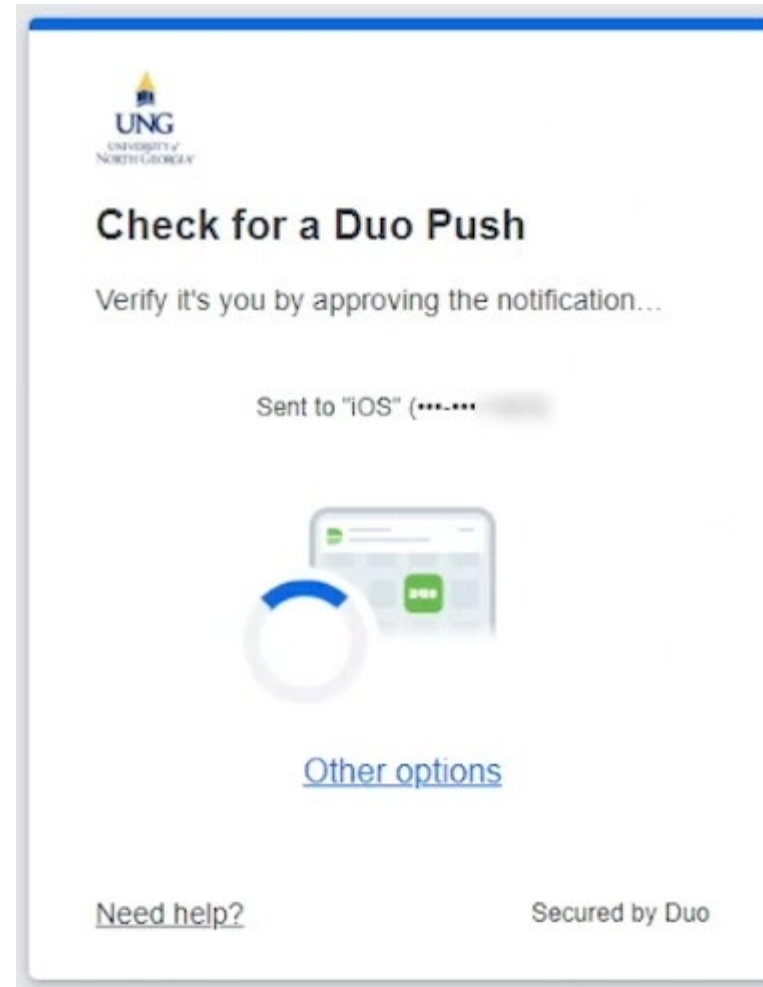
[Skip for now](#)

Secured by Duo

Your two-factor Authorization is now set up. Click the log-in with Duo button.



Check your phone for the DUO notification and click to approve.




The image is a screenshot of a Duo Push notification. At the top left is the UNG University of North Georgia logo. The main heading is "Check for a Duo Push" in bold black text. Below it is the instruction "Verify it's you by approving the notification...". The notification is addressed to "Sent to 'iOS' (•••••)". In the center is an illustration of a smartphone displaying a Duo notification with a green checkmark and a blue circular progress indicator. Below the illustration is a blue underlined link that says "Other options". At the bottom left is a link "Need help?" and at the bottom right is the text "Secured by Duo".

UNG
UNIVERSITY OF
NORTH GEORGIA

Check for a Duo Push

Verify it's you by approving the notification...

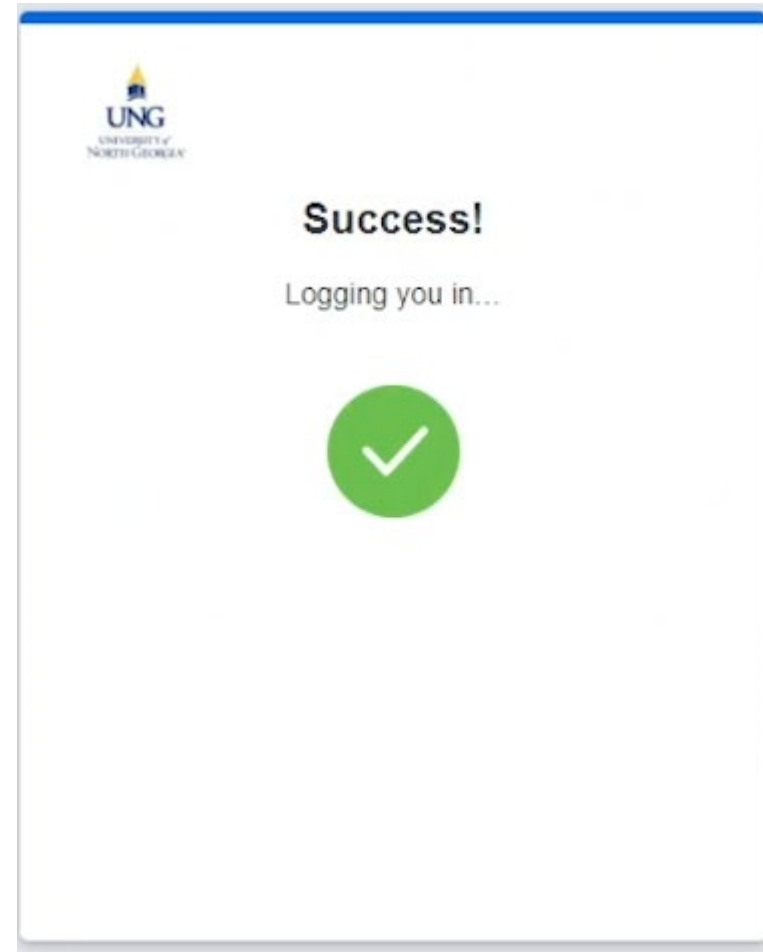
Sent to "iOS" (•••••)



[Other options](#)

[Need help?](#) Secured by Duo

You should receive a success message.



Optionally, you can add a secondary email to your student account. Choose to skip if not desired, granting you immediate access. This step is not required but is recommended.

Additional Profile Information

@ ungtest

Secondary email Optional

|

Use a second email to recover your account in case you become locked out. This email must be verified after setup.

Finish

[Back to sign in](#) [Skip Profile](#)

All Finished

Congratulations! You've successfully secured your account at the University of North Georgia. If you have questions or encounter any issues, feel free to reach out to the IT Service Desk at 706-864-1922 or by email at helpdesk@ung.edu. Your journey at UNG begins now!